

## **MADERA COUNTY**

### **DIRECTOR OF HUMAN RESOURCES**

#### **DEFINITION**

Under general administrative direction, to plan, direct, manage, and oversee the County's comprehensive personnel program which includes the functions of classification and pay, employer/employee relations, recruitment and selection, equal employment opportunity and affirmative action, and training management/employee development; to serve as staff to the Civil Service Commission; and to do related work as required.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional, technical and administrative support staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Plans, directs, manages, and oversees the functions and operations of the County's comprehensive personnel program including classification and pay administration, employer/employee relations which includes contract, grievance, and appeal administration, recruitment and selection under equal opportunity and merit principles, affirmative action, budgetary position control, and management/employee development; advises County Administrative Officer and Board of Supervisors on all personnel matters; participates and presents items in closed sessions with the Board of Supervisors on personnel and employee relations matters; serves as secretary and professional staff to the Civil Service Commission; confers with departmental officials regarding personnel problems and needs; develops, interprets and enforces all personnel rules and regulations; develops personnel policies and strategies; serves and advises various boards and committees; may either serve as the County's chief negotiator with employee organizations or have major input into the process and serve on the negotiating team; consults with employee organizations; maintains a comprehensive management information system relating to personnel programs; directs the maintenance of all official County personnel records; coordinates personnel programs among all departments; selects, directs, supervises, trains, and evaluates assigned staff; develops and administers assigned budgets, prepares budget requests, and controls expenditures; prepares and presents reports; administers consultant contracts for personnel and benefit services; and conducts special assignments as instructed.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles and methods of public personnel analysis and administration.  
Technical personnel principles and practices.  
Principles and practices of collective bargaining as it pertains to the public sector.  
Principles and techniques of management and program administration.  
Principles and practices of supervision, training, and performance evaluation.  
Pertinent Federal, State, and local laws, codes, and regulations.  
Principles and practices of budget development, preparation, and expenditure control.  
Principles of position control.  
Techniques and methods of effective human relations.

**Skill to:**

Operate modern office equipment including computer equipment.  
Operate a motor vehicle safely.

**Ability to:**

Plan, direct, manage, and oversee personnel functions of the County.  
Prepare and present accurate and comprehensive reports and recommendations.  
Supervise, train, and evaluate the work of assigned staff.  
Negotiate, implement, and administer collective bargaining agreements.  
Prepare and present accurate and comprehensive reports recommendations.  
Supervise, train, and evaluate the work of assigned staff.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Develop and prepare an assigned budget and control expenditures.  
Effectively represent the County's interests within conflicting, diverse, and complex issues and situations.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with public officials, administrators, employees and others contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Seven years of progressively responsible professional level personnel administration experience including three years of management and supervisory experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in personnel administration, public administration, business administration, or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to travel to different sites and locations.

**Effective Date:** May, 1995